

United States Court of Appeals for the Second Circuit

VACANCY ANNOUNCEMENT

*April 14 2014
Reference# FY14-09*



Position Title: Student Intern- H.S. Seniors and College Students
(More than one position available)
Not to Exceed August 29, 2014

Location: 40 Foley Square, NYC

Salary Range: \$10.92 - \$15.00 per hour
(depending on qualifications and experience)

Closing Date: June 6, 2014

Position Overview: The Clerk's Office seeks a highly motivated, responsible, detail-oriented intern to assist in daily administrative duties and case management duties. The intern should be able to work with a team and have excellent customer service skills. The intern will perform various duties, including filing, copying, answering the phone, scanning, retrieving and boxing documents, labeling records, using the Court's database to check the status of cases, entering case information into the Court's database, and routing and preparing legal documents and correspondence pertaining to cases. More than one position is available.

Requirements: The successful applicant must be a rising high school senior to qualify for the minimum rate of pay or a current college student in good academic standing with one year of general experience to qualify for the maximum rate of pay. General experience is progressively responsible clerical, office, or other work that indicated the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours equal one year of general work experience). The applicant must possess good clerical and organizational skills; software and keyboarding skills; the ability to follow good written communication skills; and the ability to follow a body of rules, regulations, directives or law. In addition, the applicant must be mature, detail-oriented and responsible. Employees are required to adhere to the Code of Conduct for Judicial Employees.

Salary: When-Actually- Employed (WAE) appointments are paid based on the actual hours worked. WAE employees may not exceed 80 hours per pay period.

Application Procedure: Submit a cover letter and resume by email to resumes@ca2.uscourts.gov, or send a cover letter and two copies of the resume to:

United States Court of Appeals, Second Circuit
Human Resources Department
40 Foley Square, Room 1400
New York, NY 10007
Attn.: Human Resources, Reference #FY14-09

ALL APPLICANTS MUST BE U.S. CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK. EMPLOYEES ARE REQUIRED TO USE ELECTRONIC FUNDS TRANSFER FOR PAYROLL DEPOSIT. THE FEDERAL JUDICIARY IS AN EQUAL

OPPORTUNITY EMPLOYER.